

HOPKINS SBDM COUNCIL BY-LAWS

I. COMPOSITION AND TERMS

A. COMPOSITION OF THE COUNCIL

The council will consist of the principal, three teacher members, and two parents. If the minority enrollment at the school was eight percent or higher on October 1st preceding the start of a new council term, the council will also include at least one minority member.

B. TERMS

1. The Principal will be a permanent member of the council.
2. Teacher members will be elected between March 1st and May 31st of each year. Terms will be for two years on a staggered schedule with Teachers A and B (even) and Teacher C (odd).
3. Parent members will be elected between March 1st and May 31st of each year. Terms will be for two years on a staggered schedule with Parent A (even year) and Parent B (odd year).
4. Terms of all council members, excluding the Principal, will extend from July 1st to June 30th.

Date Adopted _____ March 19, 2002 _____

Date Reviewed/Revised – 1st Reading ____ 11/25/19 _____ Chairperson Initials: ___ HPS _____

Date Reviewed/Revised – 2nd Reading ____ 12/10/19 _____ Chairperson Initials: ___ HPS _____

II. ELIGIBILITY AND ELECTIONS

A. TEACHER ELECTIONS

1. TEACHER QUALIFICATIONS

- a. All certified employees assigned to the building are allowed to vote in the teacher election.
- b. To be elected to the council, a teacher must hold a position at the school that requires certification but may not hold the position of principal, or assistant-principal.

2. ELECTION OF TEACHERS

Teacher Representatives conduct their own elections and set forth the procedures to do so.

B. PARENT ELECTIONS

1. PARENT QUALIFICATIONS

A “parent” means a parent, stepparent, or foster parent. Guardians also qualify as parents if the student lives with them and they have a court order giving them legal custody. A parent council member will be the parent of a student pre-registered to attend the school during the parent’s term of council service. Three groups of people may not serve on the council as parent representatives:

- a. Employees of Hopkins Elementary School or their relatives (mother, father, brother, sister, son, daughter, husband, or wife)
- b. Employees in the Somerset District administrative offices or their relatives (mother, father, brother, sister, son, daughter, husband, or wife)
- c. Members of the Board of Education or their spouses.
- d. Any parent who is a vendor for the school.

2. ELECTION OF PARENT(S)

Parent Representatives conduct their own elections.

- a. The PTO or the largest parent organization will organize and conduct the election. This will include:
 - i. The organization will set a date for the election of the parent representatives.
 - ii. This date will be between March 1st and May 31st. The organization shall set the date at least 5 days before the election.
 - iii. The organization is responsible for advertising/announcing the election
 - iv. The organization will be responsible for determining the process for nominations, preparation for ballots and voting.
 - b. The parent election shall be conducted with the person receiving the most votes serving on the school council.
3. School council representatives can serve an unlimited number of terms as long as they continue to meet the eligibility requirements and are elected annually by their respective groups.
 4. Election Records- Upon completion of the elections the records (ballots, voting procedures, sign in sheets, etc.) will be collected and sealed and given to the Principal to store.

C. MINORITY REPRESENTATION

A minority parent and an additional teacher (to be held after the minority election) will be elected, if the council formed (including the principal) after both teacher and parent elections does not have a minority member, and the school had eight percent or greater enrollment of minority students as of the previous October 1.

1. MINORITY QUALIFICATIONS

Minority members must be American Indian; Alaskan native; African American; Hispanic, including persons of Mexican, Puerto Rican, Cuban, and Central or South American origin; Pacific Islander; or other ethnic group underrepresented in the school.

2. ELECTION OF MINORITY MEMBER

- a. The principal shall organize the special election for an additional parent member if no minority is elected to the council through the original election process and the Principal is not a minority member. The elected minority parent will serve the remainder of the current school year. At the conclusion of the school year, the position will be dissolved.
- b. The principal is responsible for calling for nominations and notifying all parents of the date, time and location of the election.
- c. Elections will be by secret ballot and all parents of registered or pre-registered students may vote regardless of ethnicity.
- d. The minority parent election will follow the same voting procedures as established for the annual parent election.
- e. If a minority parent is elected, a special teacher election will follow using the voting procedures as established for the annual teacher election. The elected teacher will hold office until the end of the current school year as long as a minority parent holds office.
- f. In the event that no minority is elected to the council, the principal shall actively seek nominations via posted notices and newsletters for a special called meeting throughout the school year.

D. VACANCIES DURING A TERM IN OFFICE

- a. A vacancy is created when a teacher resigns, is no longer assigned to this school, a parent no longer has a child enrolled at this school, when a member resigns or becomes deceased. Teachers will be notified of vacancy and decide if they wish to fill the vacancy.
- b. In the case of a vacancy on the council the principal will notify the faculty/parent organization and the same procedures for a regular election will apply.

Date Adopted _ ___April 20, 2004_____

Date Reviewed/Revised – 1st Reading ___11/25/19_____ Chairperson Initials: ___HPS_____

Date Reviewed/Revised – 2nd Reading ___12/10/19_____ Chairperson Initials: ___HPS_____

III. COUNCIL TRAINING

A. NEW MEMBERS

A member elected for the first time will complete a minimum of six hours of training in the process of school based decision making. The training must be provided by a person endorsed by the Kentucky Department of Education.

B. EXPERIENCED MEMBERS

A member elected who has served on the council previously will complete at least three hours of training in the process of school based decision making. Experienced members may get training credit by attending any of the approved SBDM training workshops offered by endorsed trainers. An experienced member who has not served for 3 years must complete the six-hour training

C. MID-YEAR VACANCIES

Members who are elected to fill a vacant position in the middle of the year will complete the required training no more than thirty days after they are elected by a person endorsed by the Kentucky Department of Education.

D. REPORTING

By November 1st, each year, the principal shall report the names, addresses and training completed by each council member to the district office per Kentucky Department of Education.

Date Adopted _____April 1997_____

Date Reviewed/Revised – 1st Reading _____11/25/19_____ Chairperson Initials: ___HPS_____

Date Reviewed/Revised – 2nd Reading _____12/10/19_____ Chairperson Initials: ___HPS_____

IV. MEETINGS

A. REGULAR MEETING

The Council shall meet at times, days, and place(s) to be determined by the Council during the first meeting held each year in July.

B. SPECIAL CALLED MEETINGS

The Chairperson or a majority of the Council in accordance with the provisions of KRS 61.825 may call special meetings of the Council. A minimum of one day's notice (24 hours) shall be given to school staff and the public announcing the special meeting.

C. OPEN/CLOSED MEETINGS

All meetings of the Council shall be in compliance with the Kentucky Open Meetings Laws (KRS 61.805-61.840) The Council may choose to go into closed session to discuss certain issues in accordance with the closed meeting regulations (KRS 61.810). All actions of the Council shall be taken in open meetings.

Date Adopted _____ Fall 1999 _____

Date Reviewed/Revised – 1st Reading _____ 11/25/19 _____ Chairperson Initials: ___ HPS _____

Date Reviewed/Revised – 2nd Reading _____ 12/10/19 _____ Chairperson Initials: ___ HPS _____

V. AGENDA

A. AGENDA REQUESTS

Items to be placed on the agenda must be presented in writing to the chairperson a minimum of three school days prior to the regular meeting. The request must state the topic or issue to be addressed, the name(s) of the person(s) who wish to present the item. The principal shall determine whether the request falls under the statutory authority of the Council. Only parents/guardians, faculty/staff or residents of the Somerset Independent School District may request an item to be placed on the agenda. Persons on the agenda will be limited to two minutes. This limitation may be waived by majority vote of the Council. The length of the discussion will then be at the discretion of the principal.

B. PRELIMINARY AGENDA

The Chairperson will prepare a preliminary agenda to be posted in the teacher's lounge and in a place readily accessible to all parents and distributed to all council members at least 24 hours before each regularly scheduled council meeting. Council members may receive materials through email or receive a physical copy.

C. APPROVAL OF THE AGENDA

At the beginning of each regular council meeting, the council will approve an agenda for the meeting. Items on the preliminary agenda may be added, deleted or modified at this time.

Date Adopted _____ September 2000 _____

Date Reviewed/Revised – 1st Reading _____ 11/25/19 _____ Chairperson Initials: ___ HPS _____

Date Reviewed/Revised – 2nd Reading _____ 12/10/19 _____ Chairperson Initials: ___ HPS _____

VI. Council Members and Duties

A. CHAIRPERSON

The Principal shall be the chairperson of the Council and shall preside at all meetings of the council. The Chairperson shall have the same membership privileges as other members, including the right to make motions and vote on all matters considered by the council.

B. VICE-CHAIRPERSON

The vice-chairperson may be chosen by consensus from within the council membership. The vice-chairperson will act as chairperson in the absence of the chairperson.

C. RECORD KEEPING

1. Formal minutes shall be maintained of all council actions. The council may appoint a secretary or clerk to record actions as they occur; however, the chairperson shall ensure that official minutes are maintained in a formal ledger in the school office. Minutes of a meeting shall be available to interested parties no later than one week following the meeting at which they have been approved.
2. The council speaks officially through the minutes. To be official, the council at the next meeting shall approve actions taken by the council. Adoption of policies requires two readings. Minutes may only be amended to correct errors or to clarify meanings. Amending the minutes cannot change council actions correctly recorded.

Date Adopted _____September 16, 1991_____

Date Reviewed/Revised – 1st Reading _____11/25/19_____ Chairperson Initials: ___HPS_____

Date Reviewed/Revised – 2nd Reading _____12/10/19_____ Chairperson Initials: ___HPS_____

VII. DECISION MAKING

A. QUORUM

A quorum of four members must be present for official business to be conducted. At least one teacher, one parent and either the chairperson or vice-chairperson must be part of the quorum. Members may participate by video conferencing. However a member listening via telephone will not be counted as attending nor may they participate in voting or discussion.

B. COUNCIL RESPONSIBILITIES

The council will make no decisions on issues that are not under council jurisdiction by law. The following issues are within the purview of the School Based Decision Making Council:

1. School Improvement Planning
2. School Safety Plan
3. Ungraded Primary Program
4. Assessment Data Analysis
5. Achievement Gap Targets
6. Professional Development
7. Budget
8. Consultation
9. Selection of a new principal
10. Adoption of policies in the following areas:
 - a. Alignment with State Standards
 - b. Committees
 - c. Consultation
 - d. Curriculum
 - e. Discipline, Classroom Management, and School Safety
 - f. Enhancing Student Achievement
 - g. Extracurricular Programs
 - h. Instructional and Non-Instructional Staff Time Assignment
 - i. Instructional Practices
 - j. Parent Engagement
 - k. Program Appraisal
 - l. School Day and Week Schedule
 - m. School Space use
 - n. Student Assignment
 - o. Technology use
 - p. Health and Wellness
 - q. Policies not required by law, but required by local district

D. TAKING OFFICIAL ACTION

1. It shall be the responsibility of the chairperson to facilitate discussion to ensure those having legitimate interests in the matter are able to present their views. After proper discussion, actions taken will be by consensus.
2. Every effort will be made to reach consensus. Upon three attempts to reach consensus the council may:
 - a. Vote to table the item until the next meeting
 - b. Vote to send the item back to committee or form an ad hoc committee to further explore the item

- c. Have a vote on the item that requires a majority of the council members at the meeting to take any action
- 3. Robert's Rules of Order will be the council's guide to parliamentary procedures when such procedure is not already specified by law, district policy or other council by-laws.

E. LOCAL BOARD AUTHORITY

The council will be guided by the authority of the local board in the following areas as stated in Section 2 of the Local Board Policy:

- School Budget and Administration
- School Improvement Plans
- Professional Development

F. ACTIONS BINDING

The by-laws and all official actions of the Council are binding on the council and cannot be temporarily set aside or exceptions allowed. The by-laws may be amended by majority of the council at any legal meeting of the council. Council will follow board policy 02.4211 in the event of an appeal.

G. APPEALS OF COUNCIL DECISIONS

The District Board of Education has established a process of appeals of council decisions.

H. BY-LAW and PROCEDURES

The School Based Decision Making Council (hereafter referred to as the Council) adopts the by-laws, policies, and procedures to ensure the orderly and efficient conduct of the official business of the school. The school council sets school policy consistent with district board policy to provide an environment to enhance student achievement and to help our school meet the goals stated in KRS 158.645 and KRS 651.

Date Adopted _____ March 15, 2001 _____

Date Reviewed/Revised – 1st Reading ____ 11/25/19 _____ Chairperson Initials: ____ HPS _____

Date Reviewed/Revised – 2nd Reading ____ 12/10/19 _____ Chairperson Initials: ____ HPS _____

IX RECORDS

A. FRONT OFFICE COPIES At least one notebook of council records will be maintained and made available in the office. This notebook will contain copies of the council bylaws, all council policies, council minutes for the current year, the current council budget, and the current School Improvement Plan.

B. OPEN RECORDS REQUESTS The principal will be the official records custodian and will make the notebooks of council bylaws, policies, minutes, budgets, current SIP, and other council records available in response to written requests. A fee set by the Board of Education may be charged to cover copying costs other than staff time to make the copies in accord with the provisions of the Open Records Law. Persons who want copies of documents in the council binder will give the principal a written request.

C. OFFICE COPIES All council records will be maintained in the school office in accordance with the State Archives Records Retention Schedule (725 KAR 1:030). (See Attachment C)

Date Adopted _____

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Date Reviewed/Revised – 2nd Reading _____ 12/10/19 _____ Chairperson Initials: ___HPS_____